

~~SECRET~~  
(When Filled In)

## FITNESS REPORT

EMPLOYEE SERIAL NUMBER

## SECTION A

## GENERAL

1. NAME (Last) (First) (Middle) <b>MILLS, Montrell E.</b>	2. DATE OF BIRTH <b>31 January 24</b>	3. SEX <b>Male</b>	4. GRADE <b>GS-13</b>	5. SD <b></b>
6. OFFICIAL POSITION TITLE <b>Investigator RA</b>	7. OFF/DIV/BR OF ASSIGNMENT <b>OS</b>	8. CURRENT STATION <b></b>		
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY		10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL		
CAREER-PROVISIONAL (See instructions - Section C)		REASSIGNMENT SUPERVISOR		
SPECIAL (Specify):		REASSIGNMENT EMPLOYEE		
11. DATE REPORT DUE IN O.P. <b>31 January 63</b>		12. REPORTING PERIOD (From- to-) <b>1 January 62 - 31 December 62</b>		

## SECTION B

## PERFORMANCE EVALUATION

- W - Weak** Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.
- A - Adequate** Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.
- P - Proficient** Performance is more than satisfactory. Desired results are being produced in a proficient manner.
- S - Strong** Performance is characterized by exceptional proficiency.
- O - Outstanding** Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

## SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).

SPECIFIC DUTY NO. 1 Plans and arranges assignment instructions to effect investigative coverage of persons and things.	RATING LETTER <b>P</b>
SPECIFIC DUTY NO. 2 Applies <b></b> to conduct of investigations and completes investigations consistent therewith.	RATING LETTER <b>P</b>
SPECIFIC DUTY NO. 3 Performs specialized and delicate service requiring tact, poise and judgment.	RATING LETTER <b>P</b>
SPECIFIC DUTY NO. 4 Plans and organizes work to achieve expeditious and economical completion of investigative assignments.	RATING LETTER <b>P</b>
SPECIFIC DUTY NO. 5 Reports on information obtained through investigative processing and prepares correspondence in connection therewith.	RATING LETTER <b>A/P</b>
SPECIFIC DUTY NO. 6 <b></b>	RATING LETTER <b></b>

## OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER  
**P**

31 JAN 1963

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**SECTION C**

**NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective the relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

OFFICE OF THE DIRECTOR  
JAN 29 2 42 PM '63

There has been no significant change in Agent Mills' performance during the past year. Continuing to operate in a thoroughly professional manner, his production has been high and the quality has been maintained. Working hard and usually under pressure, Tex responds to any and all demands made on him and his attitude and cooperative manner are outstanding. Personable, he creates a very favorable impression and wears well. He has established some valuable contacts throughout his territory which have proven very profitable. An experienced, capable and dependable resident agent, Monty's contribution is and has been one of   continuing assets.

**SECTION D**

**CERTIFICATION AND COMMENTS**

<b>1. BY EMPLOYEE</b>		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE	SIGNATURE OF EMPLOYEE	
<b>2. BY SUPERVISOR</b>		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
76	Discussed telephonically. Will be shown to employee at May Agents Conference.	
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
17 January 1963	Special Agent in Charge	<span style="border: 1px solid black; display: inline-block; width: 150px; height: 30px; vertical-align: middle;"></span>
<b>3. BY REVIEWING OFFICIAL</b>		
COMMENTS OF REVIEWING OFFICIAL		
I feel that Agent Mills is a better-than-average Resident Agent. Based on personal knowledge and in consideration of the SAC's narrative comments, I would rate him slightly higher than Proficient in over-all performance.		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TY
25 January 1963	DDS <span style="border: 1px solid black; display: inline-block; width: 40px; height: 15px; vertical-align: middle;"></span>	<span style="border: 1px solid black; display: inline-block; width: 150px; height: 30px; vertical-align: middle;"></span>